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# *Adult Education Performance*

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**Arizona Department of  
Education**

**Adult Education Division**

***Guide for Users***



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# Application Overview

## Introduction

The Adult Education Performance application was developed to help the Arizona Department of Education and Adult Education providers track the progress of students and Adult Education programs.

## Requirements

In order to run the application, you need the following:

- A PC or Macintosh computer
- Internet Explorer 4.0 or higher
- An Internet connection

## How to Start the Application

To enter **Adult Education Performance** directly, the address is:

<http://www.ade.state.az.us/adulted>

**Adult Education Performance** can also be accessed from the ADE Web site:

Access ADE's Web site at <http://www.ade.state.az.us/>, click **Links**, then select **Adult Education**. From the Adult Education page, click on the **Adult Education Performance** link.

The following pages are presented as a guide to using the application. This guide will show all of the pages that you will encounter and explain what information should be entered on each. Since the browser and screen resolution can vary from computer to computer, your screen may vary from those shown. These differences are cosmetic and do not affect the way that the application runs.

## Where to Get Answers

For application support including user names and resetting passwords, please contact:

Arizona Department of Education  
Adult Education Division  
1535 West Jefferson  
Phoenix, AZ 85007

Telephone: 602-364-2265  
Fax: 602-542-1161  
E-mail: [jfitzma@mail1.ade.state.az.us](mailto:jfitzma@mail1.ade.state.az.us)

# Glossary

**Administrator** – A specialized user who has the capability of maintaining the application parameters. This will be assigned by the Department of Education.

**DES** – Department of Economic Security

**Fiscal Year** – The reporting year for the Department of Education. This runs from July 1 until June 30 of the following calendar year. The year number comes from the calendar year that the fiscal year ends. Example: Fiscal Year 2000 runs from July 1, 1999 to June 30, 2000.

**Initial Placement** – The Federal Level (e.g. Beginning ABE Literacy, Low Intermediate ESL, etc) to which a student is assigned upon registration based on the lowest of assessed areas.

**MTD** – Month-to-Date. This refers to the number of hours a student has already been given in the month chosen.

**Provider** – An organization that provides Adult Education services.

**Provider Administrator** – A specialized user who has the capability of viewing and maintaining information for all of the sites of the provider. This will be assigned by the provider.

**Site** – A grouping under which the provider wants to summarize student activity. This may or may not correspond to a physical site.

**User** – a person who logs on to the Adult Education Performance application. Unless they are an Administrator or a Provider Administrator, they will have access to the data from one site only.

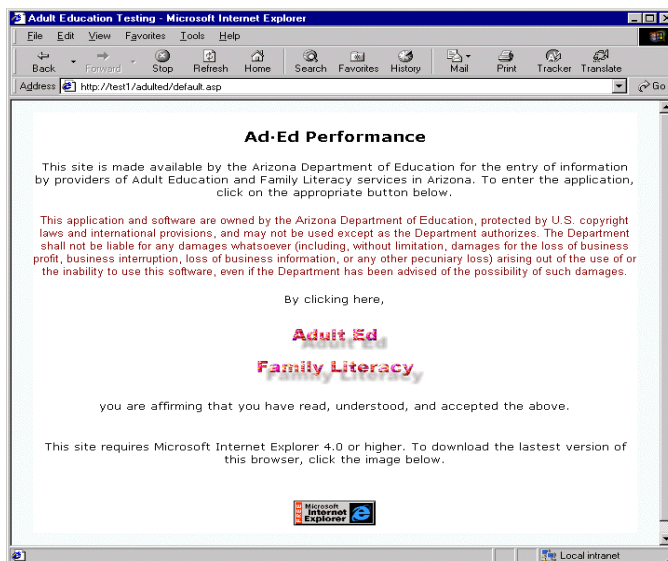
**YTD** – Year-to-Date. This refers to the number of hours a student has already been given in the fiscal year.

# Application Guide

## Starting the Application

### Opening Screen

Start the Adult Education Performance application by accessing the web site directly (<http://www.ade.state.az.us/adulted>) or by following the links from the Department of Education main page (<http://www.ade.state.az.us>). The first screen you will see is the Application Initial Screen. This shows legal disclaimers and other information. Click on “Adult Education Performance” to begin the application.



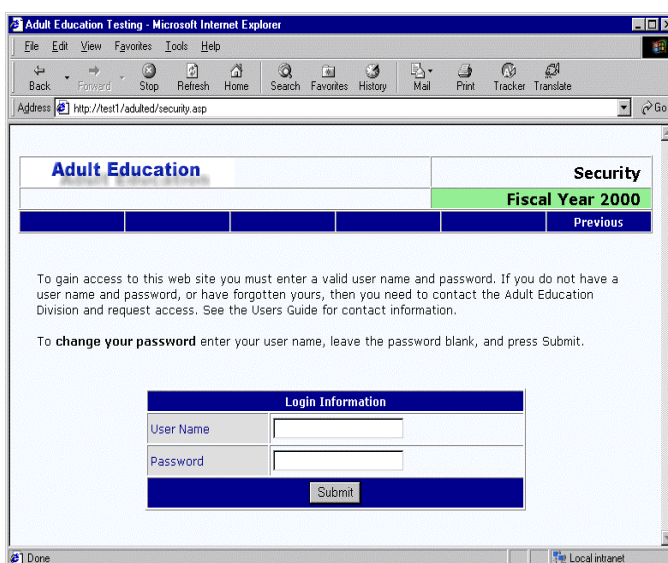
Application Initial Screen

### Login Screen

Once you have selected the Adult Education Performance application, you will see the Login screen. Enter your user name and password. The user name will be provided by the Dept. of Education Adult Education Division. If you are a new user, see Setting or Changing your password (below). Once you have entered a correct user name/password combination and click “Submit”, you will see the main menu.

Note: In most cases, you can also press “Enter” and it will act as if you have clicked the “Submit” button. This does not work on Macintosh computers and unsupported browsers.

If you don't know or can't remember your password, please call the Adult Education division to have your password reset. See the phone number on page 44 of this guide.



Login Screen

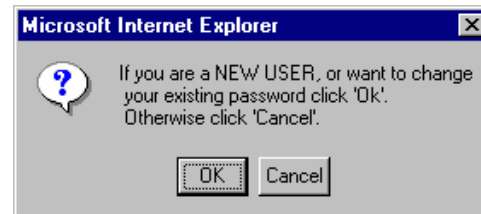
## Setting or Changing Your Password

Your password is your own identification to the application. Everyone who needs to have access to the application should have his or her own password. **DO NOT SHARE YOUR PASSWORD WITH ANYONE!** Your password does not expire, but it should be changed every few months. It should also be

changed whenever anyone else might have access to your password or watched you type it. Even though the password is not displayed on the screen, they might be able to guess the password by watching the keys you type.

When selecting a password, it is good practice to not use passwords that could easily be guessed such as spouse, child, or pet names; birthdates, phone numbers, etc. It should have a mixture of upper and lower case letters, numbers and punctuation marks. It should be at least 6 characters long. Remember the password you select. Do not write it down.

If you want to change your password or if you have no password, leave the password blank on the Login Screen and click the "Submit" button. You will see the warning to the right:

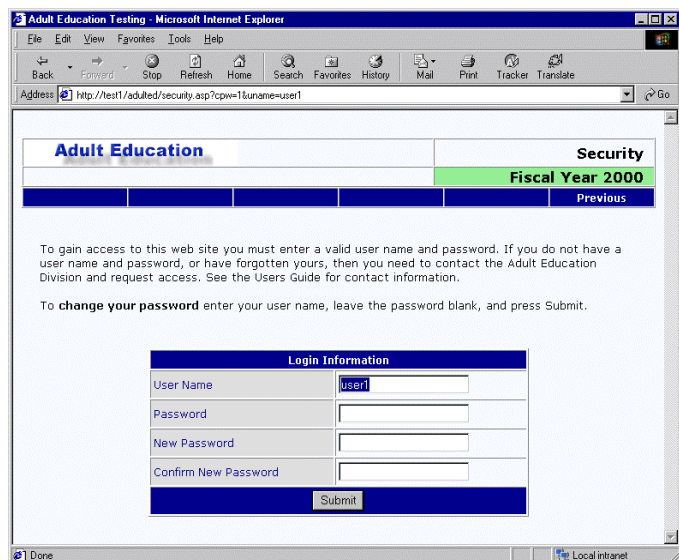


New users or users whose password have been reset will have no password and must set their password before they can use the application. If you click "Cancel", you will be returned to the Login screen.

Once you have clicked "OK", the Change Password screen appears. Enter your user name if what is displayed is not correct. If you have a password and you are changing it, the OLD password goes into the Password field. It must match the existing password exactly including upper and lower case, blanks, etc. If you do not have a password, this field must be blank. When a password is reset, it will be blank.

Type the new password into both the New Password and Confirm New Password fields. BOTH OF THESE MUST MATCH EXACTLY. Any difference at all will cause the change to be rejected.

Once the passwords have been entered, press the "Submit" button to change the password. If the password change is successful, the application will start. If it is unsuccessful, you will return to the Login Screen with an error message such as "New and Confirm passwords don't match. Password was NOT changed." If you get this type of message, you must hit "Back" on the browser to correct your entries and try again. Alternately, you can enter your user name and password (or blank) and press "Submit" again.



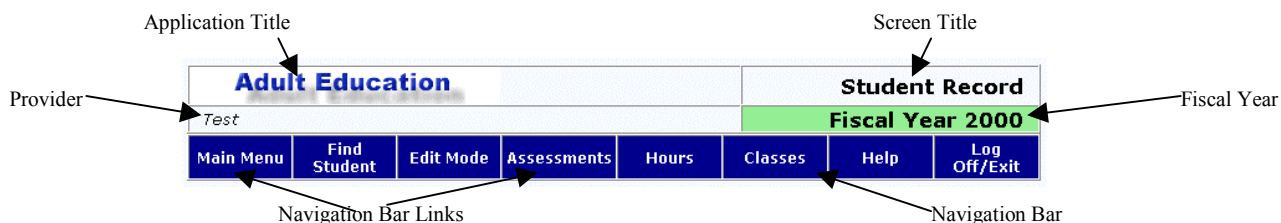
Change Password



# Application Features

## Screen Heading

Each application screen displays a heading. The first feature of this heading is the Application Title. This will always read, "Adult Education". The next item is the Screen Title. This will change depending on the portion of the application currently being used. Following that is the name of the Provider and the Fiscal Year.



The background color of the Fiscal Year is significant. If it is green, the application is set to look at the current year's data. If it is yellow, it is not set to the current year, but the year selected will still allow data entries. If the background is red, that fiscal year is closed and no changes can be made to the data.

The last feature of the header is the Navigation bar. This will show often-used shortcuts. The shortcuts shown will change depending on where you are in the application. The first is usually the Main Menu and the last is Log Off/Exit. Click on the portion of the Navigation Bar showing the screen you want to go to directly.

Choosing links on the Navigation Bar will generally go directly to the link without saving any pending data on the screen. If you want the data saved, save it, then click on the navigation bar link.

NOTE: If you are viewing this document in color, note that colors shown in the application background, navigation bar, etc. may vary depending on browser settings. Links are often used to navigate through the application. If you have visited the page that the link references, the color of the link may be different from an unvisited link. This is normal. The link color and other colors depend on your browser settings. Some colors, such as the background color of the fiscal year are set by the application and will not change with browser settings.

## Date Entry

Dates can be entered with slashes in m/d/yy or m/d/yyyy format (i.e. 1/15/00 or 11/5/1975). If no century is given (using 2 digits for the year), it will assume 19 for the first 2 digits if the year is 30 or greater. If it is 29 or less, it will assume 20. This is very important for entering birthdates before 01/01/1930 (using the default century may cause people to be not born yet).

The dates can also be entered without slashes in mddyy or mddyddd format. In order for the computer to understand slashless dates, some rules must be followed:

- Numbers only – no other characters are valid.
- A one-digit month may or may not have a leading 0.
- The day must have at least 2 digits. Use a leading 0 if needed.
- The year must have 2 or 4 digits.
- The converted date must also be a valid date – month between 1 and 12, day between 1 and 31 (depending on the month), valid year (00-99 or 4 digit year).

Valid Dates		Invalid dates	
032557	03/25/1957	3599	(trying to put in 03/05/1999)
10874	01/08/1974	05275	(05/02/1975)
10132000	10/13/2000	06200	(06/20/2000 or 06/02/2000)
6152003	06/15/2003		

## Default Buttons

Most screens have a button that is set as the default – that is when you press the <Enter> key, the browser will act as if you have clicked on this button. This is added as a convenience to the user, but there are several instances where the default button may not work:

- You are using Internet Explorer on a Macintosh computer. Macintosh uses different standards and will not perform the default function.
- The field in “focus” (currently in use or highlighted) is a dropdown. The <Enter> key acts as a selection in a dropdown.
- You are using a non-supported browser. Non-supported browsers may act differently than the browser the application was designed for.

## Cancel Buttons

Most screens have a Cancel button. Pressing this button will allow the user to not make any changes even if changes have been entered on the screen.

If a cancel button is not present, use Back on the browser toolbar to return to the previous screen or use the Navigation Bar to jump directly to another screen.

## Auto-Complete

This is not a feature of the application, but a feature of Internet Explorer. If it is not disabled, the browser will give you a list of options based on previous entries. For example, in the City field, if you start typing a city name, the browser will show you a list of cities that begin with the letters you have already typed. You may continue to type in the name or you can select from the list. Either clicking on the desired text or pressing the down arrow until the desired text is highlighted, then pressing <Enter> selects an item from the list. For more information, see “AutoComplete” in Internet Explorer help.

## Main Menu

The main menu is where you will select what functions you want to perform. Not all options are available to all users, so the options displayed in this document may include some that you will not see.

The screen shown has more options past the bottom of the page.

### Default Button

None.

### Cancel Button

None.

### Navigation Bar Options

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

No entry fields on this screen.

### Links

All menu items are links to other web pages. There are 3 main areas of the menus:

- **Select Criteria** – Change the current settings of the application.

**Change Current Year**-Change the year you wish to view data for. This option allows you to change the currently selected fiscal year. See page 23.

- **Main** – Links to the main editing screens.

**Student (Search or Find/Edit Existing)**-Select an existing student or search for a student. When a student is selected, the student information will be shown in view mode unless Edit is selected. See page 13.

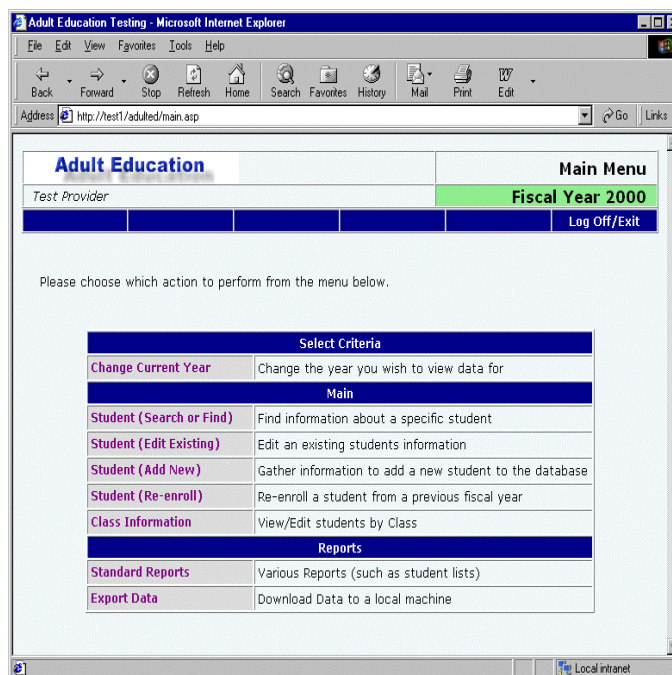
**Student (Add New)**-Enter information needed to add a new student to the database. Enters basic student information and searches for potential conflicts. After the student is added, the student information will be shown in display only mode. See page 9.

**Student (Re-enroll)**-Re-enroll a student from a previous fiscal year. Select a student from a previous year and re-enroll them for the currently selected year. Once the student is added, the student information will be shown in display only mode. See page 15.

**Class Information**-View/Edit students by Class. Allows entry and display of class information. Also provides links to student hours by class, student assessments by class, etc. See page 24.

- **Reports** – Various reports.

**Standard Reports**-Standard Reports (such as student lists). See page 31.



Main Menu Screen



## Student Edit Screens

### Student (Add New)

When entering a new student, enter either the social security number or the student name and birthdate. All information about the student should be input then click the “Add” button. The application will search to see if any exact matches are found already in the database. An exact match for adding a student is if the first name, last name and birthdate match or if the Social Security number matches.

If you are adding a new student and possible matches are shown, look them over carefully to make sure that none are the same student as the one you are attempting to add. If none of the matches is the student you are entering, click on the “Add Student Now” button (on lower screen). If you wish to view more detail of a student found in a match, press the “View” link to go to the view of that student (see page 16).

Make sure that you do not enter a student more than once into to the application. Duplicate entries will cause confusion once they have been set up.

#### Default Button

Add (checks if the student can be added without potential conflicts). Returns results or proceeds to Student Information Add (see page 10).

#### Cancel Button

None.

#### Navigation Bar Options

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

**Find Student** – Student search in View Mode (see page 13).

**Edit Student** – Student search in Edit Mode (see page 13).

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

#### Fields

**Social Security** – Enter the Social Security number of the student you want to add.

**Student Name** – Enter the student’s name (first, middle initial and last).

**Birth date** – Enter the date of birth of the student.

Add New Student

Add New Student with Results



## Links

**View** – View the listed student information (see page 16).

**Add Student Now** – Proceeds with adding the student (only used when there is a potential conflict See below).

## Student Information Add

This screen is shown once you have confirmed that you want to add a student. It is very similar to Student Information Edit (see page 17) except that it does not allow input of all of the information that Edit allows.

### Default Button

**Save (2 buttons at top and bottom)** – Performs validity checks to see if required information has been entered. If required information has been entered, it saves the student record in the database. If more information is needed, the required information will be shown and a save is not done. When the save completes successfully, it will proceed to the Student Information View screen (see page 16).

### Cancel Button

Returns to Find a Student

### Navigation Bar Options

**Cancel** – Returns to Find a Student

### Fields

**ID** – Automatically generated by the application once the data has been entered. Composed of the student's initials and date of birth. Not editable.

**Name (Required)** – Student name. Uses defaults provided from previous screen, but can be changed here.

**SSN** – Social Security number of the student. Uses default from the previous screen, but can be changed here. Duplicate Social Security numbers are not allowed, but can be blank.

**Address Line (1/2)** – The mailing address of the student (number and street only).

**Apt.** – Apartment number of the student's address.

**City** – City Name. This will give you a warning if left blank.

**State** – 2 character state code i.e. "AZ". This will give you a warning if left blank.

**ZIP** – Zip code. This will give you a warning if left blank.

**Phone numbers** – Enter the area codes and phone numbers that can be used to contact the student.

**Permanent Contact information** – Enter the address, phone and name of a person who will know how to contact the student if the student moves.

**Date of Birth (Required)** – Enter the date of birth of the student.

**Gender (Required)** – Enter the gender if known. If not known, use "Unknown".

Student Information when Adding New Student

**Ethnic Group** (Required) – Enter the main ethnic group with which the student is associated.

**Signed Release** – Check this box if the student has signed the release form.

**Registered Date** (Required) – Enter the date the student registered for school. This date must be in the current fiscal year and cannot be beyond the date that the information was entered or changed.

**YTD Hours** – This is a calculated field and cannot be entered. It will always be 0 for new students.

**Initial Placement** (Required) – Enter the level at which this student is beginning this fiscal year.

**DES** – Indicates whether the student needs to be tracked for DES. This is a calculated field and is not editable.

**Referral** – Select the method through which the student was referred to the program.

**Entry Status** (Required) – Check all that apply. At least one must be checked.

**Links**

None.





## Student (Search or Find), Student (Edit Existing)

When you select to work with student records, whether you want to edit the student record or view it, the first thing that must be done is to search for the student. The heading and some of the buttons will change depending on your selection.

When looking up a student, only enough information necessary to find the student should be input. If multiple students match the criteria you input, all matches will be returned. At least one criterion must be input. If you want to list all students, put “%” in one of the criteria.

Each of the lines (Social Security, Student Name, Birthdate) on the screen is evaluated separately. If multiple lines of criteria are used, matches found with either of the lines are retrieved. Partial matches are allowed except on the birthdate.

For example, If I put “528” in the Social Security number and “Ha” in the last name, it lists all whose SSN begin with “528” OR whose last name begins with “Ha” (see screen).

When the student whose record you want to edit or view is shown, click the “View” or “Edit” link by the student (“View” link shown).

### Default Button

Find or Edit – lookup student based on search criteria. Returns search results.

### Cancel Button

None.

### Navigation Bar Options

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

**Find Student** – Restart Student Search in Find (view) mode. Only visible if not already in Find mode.

**Edit Student** – Restart Student Search in Edit mode. Only visible if not already in Edit mode.

**Add Student** – Restarts Student Search in Add Mode (see page 9).

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

**Social Security** – Enter the Social Security number of the student you want to find. Partial searches allowed.

**Student Name** – Enter the student’s name (first, middle initial and last). Partial searches allowed.

**Birth date** – Enter the date of birth of the student you want to search for. Must match exactly.

*Find a Student Screen*

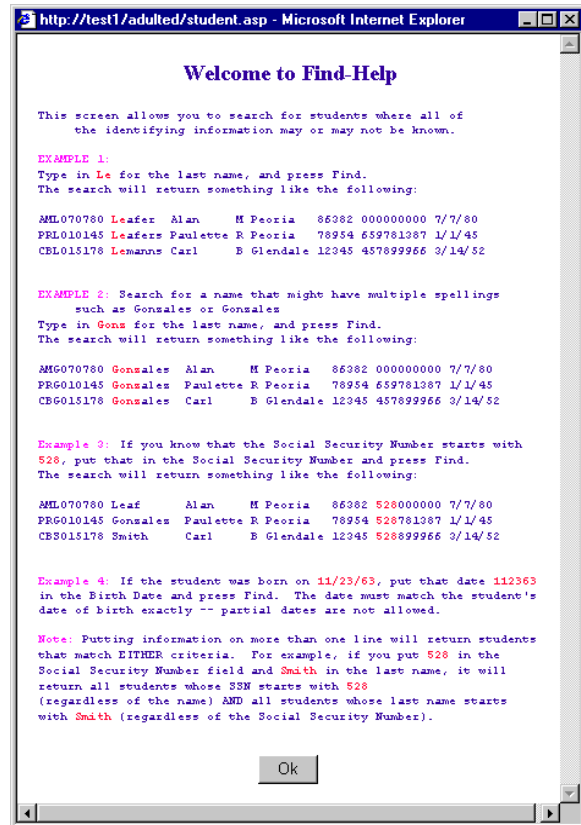
Test Provider	Student	First Name	MI	Last Name	SSN	DOB	Action
IAS050554	Student	Ima	A	Peoria	85123	528112222	5/5/54 <a href="#">View</a>
ICS060654	Student	Ima	C				6/6/54 <a href="#">View</a>

*Student Search with Results*

## Links

**View/Edit** – View or edit the listed student's information (see page 16).

**Find Help** – Shows a screen with hints and explanations on how to use help. This starts as a separate screen and does not affect your browser screen. Click OK to close the window



Find Help

## Student (Re-enroll)

This screen is used to re-enroll a student from a previous year in the current year. The same rules apply for matching students as are used when matching for Edit or View (see page 13) except that it will search students from a previous year. Search can be done on only one year at a time. The student must have attended at the same provider. The default year to search is the year previous to the current year.

When you select a student that you want to re-enroll, all of the student's information from the previous year will be put into the record for this year with the exception of the registered date and presented to you for edit. Change any fields that are not correct and save the student.

At least one criterion other than the year must be input. If you want to view all students for that year, use “%” as one of the criteria.

### Default Button

Re-enroll – lookup student based on search criteria. Returns search results.

### Cancel Button

None.

### Navigation Bar Options

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

**Find Student** – Restart Student Search in Find (view) mode.

**Edit Student** – Restart Student Search in Edit mode.

**Add Student** – Restarts Student Search in Add Mode (see page 9).

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

**Select a year to search** – Choose the year when the student was last enrolled.

**Social Security** – Enter the Social Security number of the student you want to find. Partial searches allowed.

**Student Name** – Enter the student's name (first, middle initial and last). Partial searches allowed.

**Birth date** – Enter the date of birth of the student you want to search for. Must match exactly.

### Links

**Re-enroll** – The listed student's information will be copied to the current fiscal year and the data will be displayed in Edit mode (see page 17).

Re-enroll Screen

DMS012580	Smith	Danny	M	Phoenix	85000	123456789	1/25/80	<a href="#">Re-enroll</a>
DMS050555	Smithson	Dan	M	Phoenix	85001	123456780	5/5/55	<a href="#">Re-enroll</a>
DLS010280	Smithson	Dana	L	Phoenix	85001	987654321	1/2/80	<a href="#">Re-enroll</a>

Re-enroll Screen with Results



## Student Information View

Student Information View allows you to view student information without allowing changes. This is also a jumping-off point to access more detailed student information such as assessments, attendance, and classes.

### Default Button

None.

### Cancel Button

None.

### Navigation Bar Options

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

**Find Student** – Student search in View Mode (see page 13).

**Edit Mode** – Allow editing of the student information (see page 17).

**Assessments** – View/Edit student assessments (see page 19).

**Hours** – View/Edit student attendance (see page 21).

**Classes** – View/Edit student classes (see page 20).

**Help** – Displays Help for this application.

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

**None of the fields shown are editable** – You must enter edit mode from the navigation bar to edit the information shown.

### Links

None.

**Adult Education Testing - Microsoft Internet Explorer**

Address: http://test1/adulted/stu\_detail.asp?id=782&pu=

**Adult Education** **Student Record**

Test Provider: **Fiscal Year 2000**

Main Menu Find Student Edit Mode Assessments Hours Classes Help Log Off/Exit

This form is READ ONLY.  
To make changes go into **EDIT Mode**

ID: N18010100 Name: Napoleon I Bonaparte SSN: 121-31-4156

Current Address: 980 S. Rural Road Apt. Permanent Contact: Apt.

Address Line 1: 980 S. Rural Road Apt. Address Line 2: City/State/Zip: Chandler, AZ 85908 Phone Numbers: Contact Name:

Date of Birth (month first): 1/1/1900 Gender: Unknown Ethnic Group: Other

Signed Release: Yes Registered Date (month first): 1/1/00 YTD Hours: 28

Initial Placement: ABE Pre-Literacy DES Yes Referral: - Not Selected -

Advanced a Level: No Federal Reporting Hours - min achieved: Yes

Entry Status:

- ☐ Adult w/ Disability
- ☐ Unemployed Adult
- ☐ Adult on Public Assistance
- ☐ In Family Literacy Program
- ☐ In Program for the Homeless
- ☐ In Community Correctional Program
- ☐ In Program for Displaced Homemakers
- ☐ in Skills Improvement Program
- ☐ Migrant Worker
- ☐ in Remote Area
- ☐ Employed Adult
- ☐ Adult not in Labor Force
- ☐ Adult in Rural Area
- ☐ In Workplace Literacy Program
- ☐ In Correctional Facility
- ☐ In Other Institutional Settings
- ☐ Single Parent
- ☐ DES Participant
- ☐ Job Training Participant
- ☐ In Citizenship Program

Federal Core Main Goal: Educational Gains Federal Core Main Goal was Achieved? Yes

Federal Core Secondary Goal: Placement in Post Secondary Education or Training Federal Core Secondary Goal was Achieved? No

Other Federal Goals (Optional): ☐ Reduce Receipt of Public Assistance Goal was Achieved? No

Other Federal Goals (Optional): ☐ Achieve Citizenship Skills Goal was Achieved? Yes

Other Federal Goals (Optional): ☐ Increase Involvement in Community Activities Goal was Achieved? No

Other Federal Goals (Optional): ☐ Increase Involvement in Children's Education Goal was Achieved? No

Other Federal Goals (Optional): ☐ Increase Involvement in Children's Literacy Goal was Achieved? No

Other Federal Goals (Optional): ☐ Complete Work-based Learner Project Goal was Achieved? No

State Goal: ☐ Achieved Appropriate Literacy Based Computer Skill

Other Learner Goals Achieved: Conquer the world

Left Program: No Separated Date: Separated Reason: - Not Selected -

Student Information View

## Student Information Edit

This screen is used to edit basic student information.

### Default Button

**Save** – Performs validity checks to see if required information has been entered. If required information has been entered, it saves the student record in the database. If more information is needed, the required information will be shown and a save is not done. When the save completes successfully, it will proceed to the Student Information View screen (see page 16).

### Cancel Button

Returns to Find a Student (see page 13)

### Navigation Bar Options

**Cancel** – Returns to Student Search

### Fields

**ID** – Automatically generated by the application once the data has been entered. Composed of the student's initials and date of birth. Not editable.

**SSN** – Social Security number of the student.

**Student Name** (First and Last name Required) – Student name.

**Permanent Contact Name** The name of the contact to use if the student's mailing address or phone are no longer valid.

**Address Line 1** – (Mailing and Permanent Contact) The address of the student or Permanent Contact (number and street only).

**Address Line 2** – (Mailing and Permanent Contact) Any additional part of the street address. This can be used for "in care of" names, box numbers, or long street names.

**Apt.** – (Mailing and Permanent Contact) Apartment number of the student or permanent contact's address.

**City** – City Name. This will give you a warning if the student's city is left blank.

**State** – 2 character state code i.e. "AZ". This will give you a warning if the student's state is left blank.

**ZIP** – Zip code. This will give you a warning if the student's zip code is left blank.

**Phone numbers** – (Current and Permanent Contact) Enter the area codes and phone numbers that can be used to contact the student.

**Contact Name** – Enter the name of the person who will know how to contact the student if the student cannot be contacted at their regular address/phone number.

**Date of Birth** (Required) – Enter the date of birth of the student.

Student Information Edit

**Gender (Required)** – Enter the gender if known. If not known, use “Unknown”.

**Ethnic Group (Required)** – Enter the main ethnic group with which the student is associated.

**Signed Release** – Check this box if the student has signed the release form.

**Registered Date (Required)** – Enter the date the student registered for school. This date must be in the current fiscal year and cannot be beyond the date the data is entered or changed.

**YTD Hours** – This is a calculated field and cannot be entered. It will always be 0 for new students.

**Initial Placement (Required)** – Enter the level at which this student began this fiscal year.

**DES** – Indicates if the student was referred by DES. This is determined by the entry status and is not editable.

**Referral** – Select the method through which the student was referred to the program.

**Entry Status (Required)** – Check all that apply. At least one must be checked.

**Federal Goals (Primary/Secondary)** – Select the primary and secondary goals that the student wants to accomplish in the program.

**Primary/Secondary Federal Goal was Achieved?** – Select whether the goal has been achieved. If the student has achieved his goal and left the program, choose “Yes and left.” If they have achieved the goal and remained in the program, choose, “Yes and stayed.” If they have not achieved the goal, choose “No.” “- Not Selected -” is also allowed and is treated the same way as “No” for reports.

**Various Other Goals** – These goals may have different entry formats. Some will allow only one goal to be selected. Others will allow multiple goals to be selected. Some goals may have a box to indicate if the goal has been achieved.

**Other Learner Goals Achieved** – List any other goals that the student has accomplished.

**Left Program** – Check this box if the student has left the program. This is not available unless the student has achieved a goal or advanced a level.

**Separated Reason** – Select the reason that the student is separating from the program. A selection must be made if a separated date is given. This is not available if the student has achieved a goal or advanced a level.

**Separated Date** – Enter the date the student separated from the program. This must not be a future date or outside of the current fiscal year. This cannot be blank if a separated reason is given. This is not available if the student has achieved a goal or advanced a level.

### Links

None.

## Student Assessments

Assessments are tests which the student has taken. The application does not track the individual scores, but does track which assessments the student has taken and whether he or she advanced.

The initial screen lists each assessment the student has taken in order of the assessment date. You have the option of editing the assessments or removing them.

### Default Button

None.

### Cancel Button

**Cancel Edit/Add** (only shown in Edit or Add mode, Edit mode shown in illustration) returns to view assessments mode. The newly added record will not be saved.

### Navigation Bar Options

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

**Find Student** – Student search in View Mode (see page 13).

**Student** – Returns to Student Information View (see page 16).

**Hours** – View/Edit student attendance (see page 21).

**Classes** – View/Edit student classes (see page 20).

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

**Date** (Required) – Enter the date the assessment was taken.

**Subject** (Required) – Select the subject of the assessment.

**Type of Assessment** (Required) – Select the type of test that was administered.

**Result** (Required) – Select the current level (if the student did not advance) or the resulting level that the student has achieved (if the student advanced). Defaults to the initial placement level of the student.

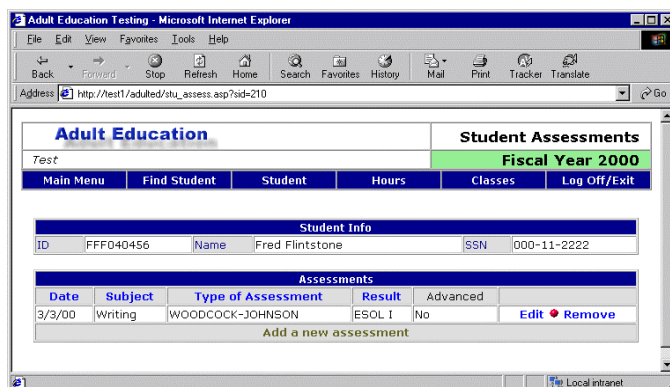
**Advanced** (Required) – If the student advanced and left the program, choose “Yes and left.” If the student advanced and remained in the program, select “Yes and stayed.” If the student did not advance, choose “No.” “- Not Selected -” is not a valid selection and will generate an error.

### Links

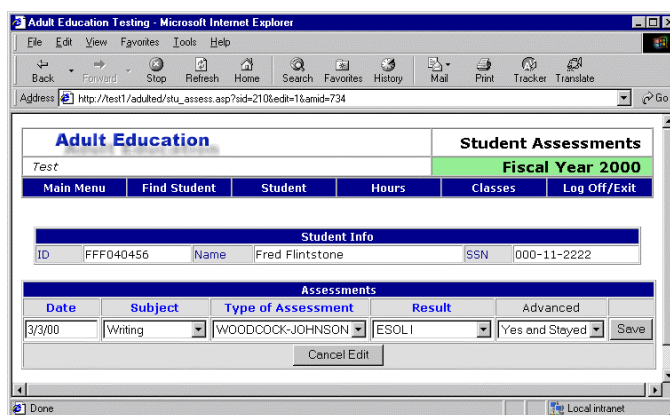
**Edit** – Show data in edit mode.

**Remove** – allow the assessment to be deleted after confirmation.

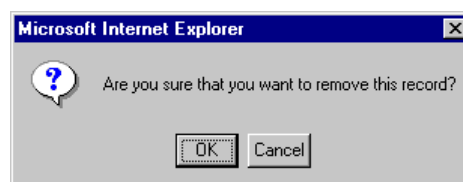
**Add an New Assessment** – Inserts a new blank assessment and allows the user to enter the information.



Student Assessments View



Student Assessments - Edit mode



Student Assessments Remove Confirmation



## Student Classes

Classes are groupings of students. They do not necessarily indicate a level of performance or an achievement level. Classes are used when viewing or editing many students at a time.

The initial screen lists each class the student has been assigned. You have the option of editing the classes or removing them.

### Default Button

None.

### Cancel Button

**Cancel Edit/Add** (only shown in Edit or Add mode, Edit mode shown in illustration) returns to view hours mode. Unsaved changes to a new or existing record will not be saved.

### Navigation Bar Options

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

**Find Student** – Student search in View Mode (see page 13).

**Student** – Returns to Student Information View (see page 16).

**Hours** – View/Edit student attendance (see page 21).

**Assessments** – View/Edit student assessments (see page 19).

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

**Class (Required)** – Select the class to which the student belongs.

**Site (Required)** – Select the site where the class will be taken.

**Delivery Method (Required)** – Select all that apply.

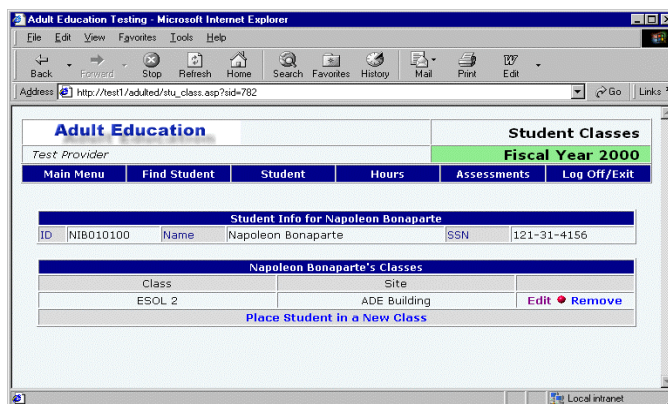
**Computer Aided** – Check this box if the course uses computers to help the student learn the material.

### Links

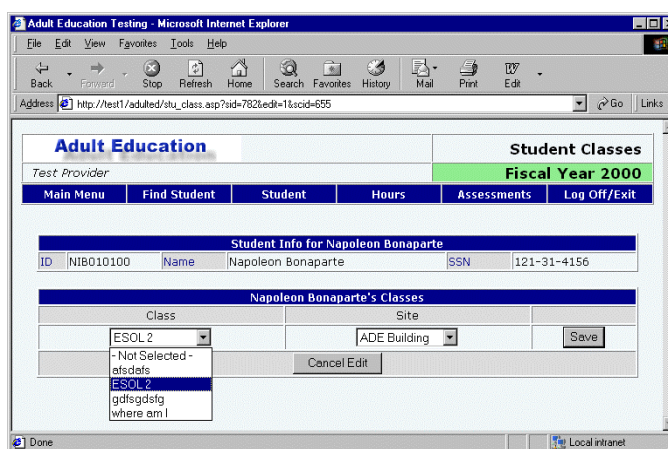
**Edit** – Show data in edit mode.

**Remove** – allow the assessment to be deleted after confirmation.

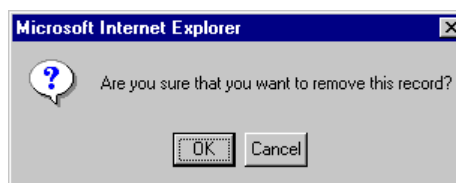
**Place Student in a New Class** – Add a new class record to this student.



Student Classes View



Student Classes - Edit mode



Student Classes Remove Confirmation



## Student Hours

This screen is where the attendance of the student is maintained. Attendance recording is done at the preference of the provider. Attendance should be recorded at least once a month, but may be recorded more often.

The initial screen lists each attendance record entered for the student. You have the option of editing the attendance records or removing them.

### Default Button

**Save** – Saves the record being edited or added.

### Cancel Button

**Cancel Edit** – Returns to view hours mode.

### Navigation Bar Options

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

**Find Student** – Student search in View Mode (see page 13).

**Student** – Returns to Student Information View (see page 16).

**Assessments** – View/Edit student assessments (see page 19).

**Classes** – View/Edit student classes (see page 20).

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

**Date (Required)** – Enter the date on which the hours attended are recorded.

**Level (Required)** – Select the Level that the student was being instructed in.

**Hours (Required)** – Enter the number of hours the student attended. Must be greater than 0 or the changes won't save.

### Links

**Edit** – Show data in edit mode.

**Remove** – allow the attendance record to be deleted after confirmation.

**Add New Attendance Record** – Add a new blank record for data entry.

Student Hours List

Student Hours - Edit mode



## Other Application Screens

### Change Current Year

This screen is used to view data from years other than the current year. Selecting a “closed” year will result in not being able to edit any data relating to that year.

#### **Default Button**

Save (changes current fiscal year to the selected year). Returns to the Main Menu (see page 7).

#### **Cancel Button**

Returns to the Main Menu without changing the selected fiscal year (see page 7).

#### **Navigation Bar Options**

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

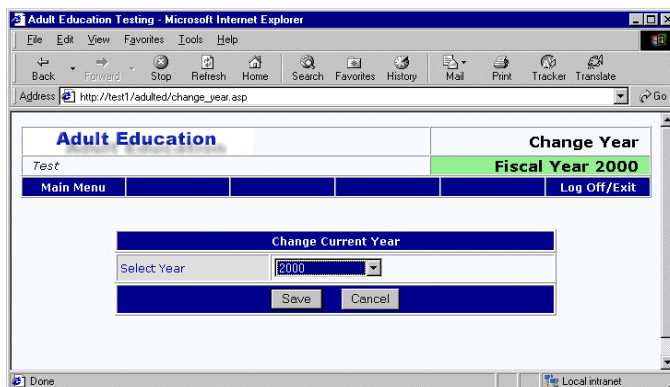
**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

#### **Fields**

**Select Year** – select the year whose data you want to show or edit.

#### **Links**

None



Change Current Year Screen

## Class Information – Beginning Screen

When displaying the class information, the beginning screen lists all of the classes that are set up. For each class, you can review the class detail or jump directly to adding hours to that class' students.

### Default Button

None.

### Cancel Button

None.

### Navigation Bar Options

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

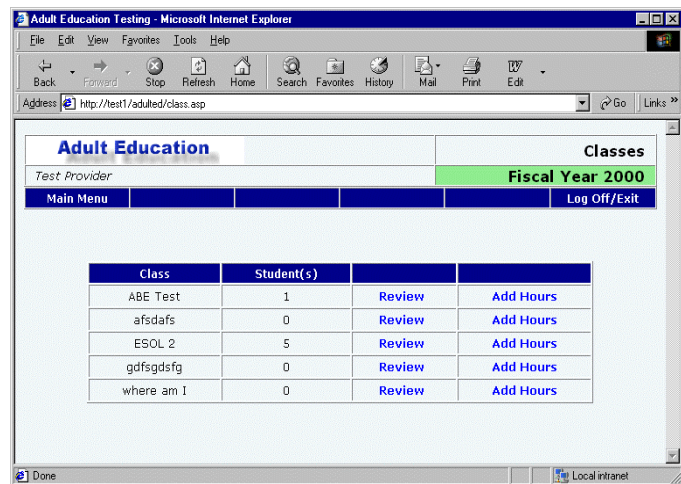
None.

### Links

**Add a New Class** – Enter information about a new class(see page **Error! Bookmark not defined.**).

**Review** – proceeds to class Review screen (see page 25).

**Add Hours** – proceeds to Add Hours for that class (see page 27).



Class List

## Class Information – Review Class

This screen shows the students that have been assigned to the class and the parameters. Students can be added and removed from this screen, but cannot be edited. To edit the student class record, click on the Student ID and click on Classes in the Navigation Bar.

### Default Button

None.

### Cancel Button

None.

### Navigation Bar Options

**Main Menu** – Returns to the Main Menu Screen (see page 7).

**Classes** – Returns to the Class Information beginning screen (see page 24).

**Add Hours** – Allows you to enter hours for the students in the class (see page 27).

**View Hours** – Reports summary of hours of the students in the class. No edit allowed, but has links to edit screens (see page 26).

**View Assessments** – Lists the assessments the students in the class have taken. No edit allowed, but has links to edit screens (see page 29).

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

None.

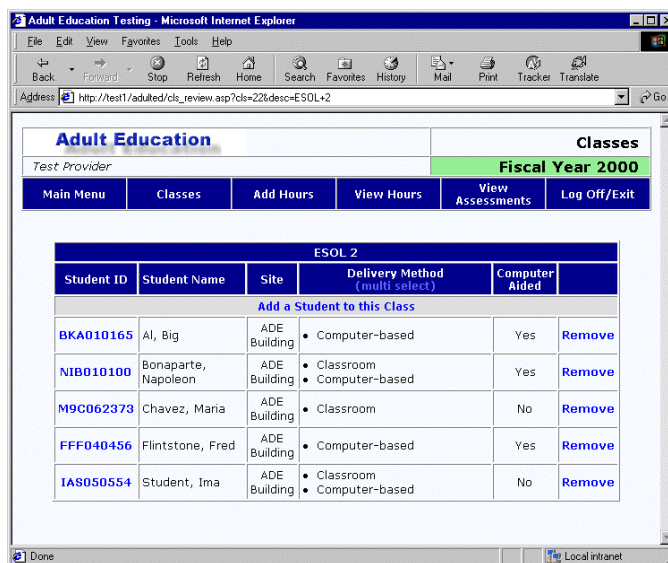
### Links

**Add a Student to this Class** – Allows a new student to be added. Adds a blank record and allows the user to edit it (see screen to the right). It will remain in Add Mode until “Cancel Add” is pressed. Press Save to save the student. Note: students added to classes must have already been input from the Student Add screen (see page 9).

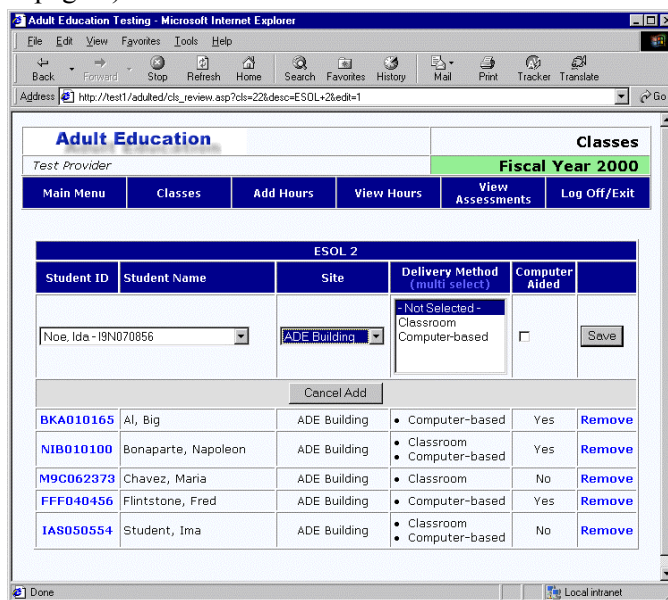
**Student** – Clicking on the student ID goes directly to the view screen for that student (see page 16).

**Remove** – Removes the student from the class after confirmation:

Note: there is no capability to edit from this screen. Editing can be done from the student record or by removing the student and adding them to the class again.



Review Class Screen



Add Mode



## Class Information – View Hours

This screen shows a summary of the hours for each student and the levels on which they have achieved those hours. .

### Default Button

None.

### Cancel Button

None.

### Navigation Bar Options

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

**Classes** – Returns to the Class Information beginning screen (see page 24).

**Add Hours** – Allows you to enter hours for the students in the class (see page 27).

**View Assessments** – Lists the assessments the students in the class have taken. No edit allowed, but has links to edit screens (see page 29).

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

**Number of Columns to show** – Select the number of months, weeks or days you want to see on the report. Allows 4, 5, 6, 7, 8 and 12.

**Show Hours Month/Week/Day** – Select the time period you wish to use in each column. Allows “Month”, “Week”, and “Day”.

**Display Months from July** – The default report starts with today’s date and goes backward in time. Checking this box changes the report to start at the fiscal year beginning and goes forward from that time.

In order for any changes in the fields to be reflected in the report you must click “Redraw Screen”. The settings used will be remembered until you log off. Once you log off and re-start the application, the default settings will be used.

### Links

**Student** – Clicking on the student ID goes directly to the view screen for that student (see page 16).

ESOL 2			Month			
ID	Name	Level	Apr	Mar	Feb	Jan
BKA010165	Al, Big	ABE II	0	15	0	0
NIB010100	Bonaparte, Napoleon	ABE I	0	0	0	6
NIB010100	Bonaparte, Napoleon	ESOL II	0	18	0	0
M9C062373	Chavez, Maria	ABE Pre-Literacy	0	12	0	0
FFF040456	Flintstone, Fred	ABE I	0	4	0	0
IAS050554	Student, Ima	ESOL III	0	6	0	0

View Hours

## Class Information – Add Hours

This screen allows you to add hours to some or all students in a class. You cannot remove any hours from this screen. You can remove hours from the individual student record (see page 21).

The Set button under Separation Reasons and Goals allows these to be set within this screen without needing to edit the student record separately. Once this screen has been visited, the button text will change from “Set” to “X” regardless of whether data was changed or not. If you visit this screen again by clicking the “X” button, you could lose any changes made previously. See next page for further information.

### Default Button

**Save Hours** – saves and returns to the Class Review screen (see page 25).

### Cancel Button

Returns to the Class Information – View Hours screen (see page 26).

### Navigation Bar Options

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

**Classes** – Returns to the Class Information beginning screen (see page 24).

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

**Default Level** – If this has a value, the level that is associated with the hours will be set to that level. If it is “—Not Selected—”, the level will default to the student’s initial placement level.

**Default Date** – This is the date that the hours will be applied to the student records. It defaults to today’s date.

**NOTE:** If either of these values are changed, you must click “Set Defaults” to have it take effect.

**Level** – Change this if needed. Default is the initial placement level of the student or the default level specified above.

**Hours (Month)** – Hours to be added to the student. If the student already has MTD hours, this amount will be added to the hours.

The YTD and MTD hours show the hours that the student has year to date (including the current month) and month to date respectively. These are provided for your convenience and cannot be changed.

**Adult Education Testing - Microsoft Internet Explorer**

Address: http://test1/adulted/cls\_hours\_add.asp?cls=22&desc=ESOL+2

**Adult Education** **Class Hours**

Test Provider: **Fiscal Year 2000**

Main Menu | Classes | Log Off/Exit

**If you change this information then be sure to click the Set Defaults button.**

Default Level: - Not Selected - | Default Date (mmddyy): 4/12/00 | Set Defaults

Student ID	Student Name	YTD Hours	MTD Hours Apr	Level	Hours April	Separation Reasons & Goals
BKA010165	Al, Big	20	0	ABE I	17	Change
NIB010100	Bonaparte, Napoleon	24	0	ESOL I	4	Set
M9C062373	Chavez, Maria	12	0	ABE Pre-Literacy	14	Set
FFF040456	Flintstone, Fred	21.5	0	ABE III	9	Set
IAS050554	Student, Ima	21	0	ESOL III		Set

Save Hours | Cancel

Add Hours

## Links

**Set or Change (Separation Reason and Goals)** – Allows separation reason, Federal goals and their achievement status, and state goals to be edited. This opens a separate window for editing these items.

To separate a student, a separation reason and a separation date is required. Separated students cannot have a goal achieved or have advanced (see Assessments page 29).

### Default Button

**Save** – Saves the data and returns to Add Hours screen.

### Cancel Button

Closes the window without modifying any data.

### Fields

**Primary and Secondary Federal Goals** – Choose a primary goal from the dropdown. The primary and secondary goals cannot be the same.

**Achieved (Primary and Secondary Goals)** – If the student has not achieved the goal, select “No”. If the student has achieved the goal, and remained in the program, select “Yes and Stayed”. If the student achieved the goal and left the program, choose “Yes and Left”. These cannot be “Yes and ...” if the student has separated (has a separated date and reason).

**Other Goals** – Various goals may have different entry formats. Some will allow you to select one or more goals. Some will have a check box for achievement.

**Other Learner Goals Achieved** – Enter notes about the student’s goal achievement status.

**Left Program** – Check this box if the student has left the program after advancing or achieving a goal. This is not available if the student has not achieved a goal or advanced a level.

**Separated Reason** – Select the reason that best matches the reason that the student is separating from the program. This is not available if the student has achieved a goal or advanced a level.

**Separated Date** – Enter the date the student separated from the program. This must not be a future date. This cannot be blank if a separated reason is selected. This is not available if the student has achieved a goal or advanced a level.

Federal Core Main Goal	Educational Gains	Federal Core Main Goal was Achieved	<input checked="" type="checkbox"/>
Federal Core Secondary Goal	Placement in Post Secondary Education or	Federal Core Secondary Goal was Achieved?	<input type="checkbox"/>
Other Federal Goals (Optional)	<input type="checkbox"/> Reduce Receipt of Public Assistance	Goal was Achieved?	<input type="checkbox"/>
Other Federal Goals (Optional)	<input checked="" type="checkbox"/> Achieve Citizenship Skills	Goal was Achieved?	<input checked="" type="checkbox"/>
Other Federal Goals (Optional)	<input type="checkbox"/> Increase Involvement in Community Activities	Goal was Achieved?	<input type="checkbox"/>
Other Federal Goals (Optional)	<input type="checkbox"/> Increase Involvement in Children's Education	Goal was Achieved?	<input type="checkbox"/>
Other Federal Goals (Optional)	<input type="checkbox"/> Increase Involvement in Children's Literacy	Goal was Achieved?	<input type="checkbox"/>
Other Federal Goals (Optional)	<input checked="" type="checkbox"/> Complete Work-based Learner Project	Goal was Achieved?	<input type="checkbox"/>
State Goal	<input type="checkbox"/> Achieved Appropriate Literacy Based Computer Skill		
Other Learner Goals Achieved		Conquer the world	
Left Program	<input type="checkbox"/>		
Separated Date		Separated Reason	- Not Selected -

Save Cancel

*Set Separation Reasons and Goals*



## Class Information – View Assessments

When displaying the class information, the beginning screen lists all of the classes that are set up. For each class, you can review the class detail or jump directly to adding hours to that class' students.

### Default Button

None.

### Cancel Button

None.

### Navigation Bar Options

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

**Classes** – Returns to the Class Information beginning screen (see page 24).

**Add Assessments** – Lists the assessments the students in the class have taken. Editing is allowed (see page 30).

**View Hours** – Allows you to view the hours for the students in the class (see page 26).

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

None.

### Links

**Student** – Clicking on the student ID goes directly to the view screen for that student (see page 16).

Adult Education		Class Assessments				
Test Provider		Fiscal Year 2000				
Main Menu		Classes	Add Assessments	View Hours	Log Off/Exit	
ESOL 2						
ID	Name	assessment	Subject	Date	Level	Advanced?
BKA010165	Al, Big	AMES	Reading	4/12/00	ABE II	No
BKA010165	Al, Big	TABE	Writing	3/3/00	ABE III	No
NIB010100	Bonaparte, Napoleon	OTHER	Reading	3/3/00	ESOL I	Yes and Stayed
M9C062379	Chavez, Maria	ABLE	Math	4/12/00	ASE I	Yes and Left
M9C062379	Chavez, Maria	WOODCOCK-JOHNSON	Writing	3/3/00	ABE I	No
FFF040456	Flintstone, Fred	CASAS	Reading	4/12/00	ESOL II	No
FFF040456	Flintstone, Fred	WOODCOCK-JOHNSON	Writing	3/3/00	ESOL I	Yes and Stayed
IA9050554	Student, Ima	BEST	Math	9/15/99	ABE II	No
IA9050554	Student, Ima	BEST	Writing	4/12/00	ABE Pre-Literacy	Yes and Stayed

View Assessments

## Class Information – Add Assessments

When adding assessments, each student in the class is listed. You can set the required information for each student that took the assessment and press Save Assessments to save the changes.

### Default Button

**Save Assessments** – Saves any changes and returns to the View Assessments screen (see page 29).

### Cancel Button

Returns to the View Assessments screen (see page 29) without saving any changes.

### Navigation Bar Options

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

**Classes** – Returns you to the List of Classes (see page 24).

**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

**Student ID** (Display only) – the student ID of the student shown.

**Student Name** (Display only) – the student name in Last, First format.

**Subject** (Required) – Select the subject that was assessed.

**Assessment** (Required) – Select the assessment type.

**Level** (Required) – Select the level the student was trying to achieve.

**Adv?** (Required) – If the student advanced to the level and left the program, select “Yes and left.” If the student advanced to the level and remained in the program, select “Yes and stayed.” If the student failed to achieve the level, select “No.” “–Not Selected–” is not a valid selection.

### Links

**Set Defaults** – Changes the date, assessment type (if set), the subject (if set) and the default level (if set) on each of the student’s records. Does not save any of the changes.

Student ID	Student Name	Subject	Assessment	Level	Adv?
BKA010165	Al, Big	Reading	AMES	ABE II	No
NIB010100	Bonaparte, Napoleon	ESOL	WOODCOCK-JOHNSON	ABE Pre-Literacy	Yes and Stayed
M9C062373	Chavez, Maria	Math	ABLE	ASE I	Yes and Left
FFF040456	Flintstone, Fred	Reading	CASAS	ESOL II	No
IAS050554	Student, Ima	Writing	BEST	ABE Pre-Literacy	Yes and Stayed

Add Assessments

# Reports

## Standard Reports

Standard reports are generated as web pages. Usually, they are created as they are displayed, so they have the most current information. Many of the reports have related data. All of the reports can be viewed or printed. Printing is done by using the browser's print function.

Most of the reports require criteria to be gathered before the report is generated.

Reports are done by provider or at a state level. Provider level reports show only information belonging to a single provider. State level reports show information that is drawn from multiple providers.

### Default Button

None.

### Cancel Button

None.

### Navigation Bar Options

**Main Menu** – Returns you to the Main Menu Screen (see page 7).

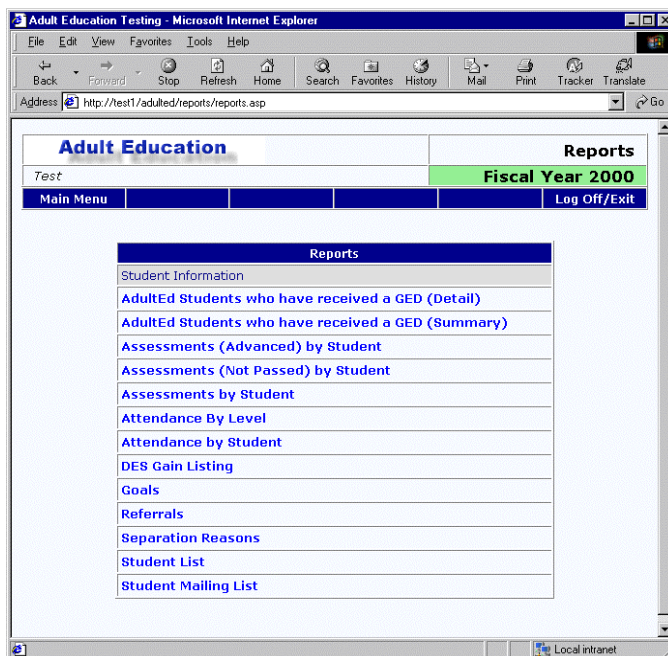
**Log Off/Exit** – Returns you to the Opening Screen (see page 3).

### Fields

None.

### Links

All reports are implemented as links from this screen.



Reports



## AdultEd Students who have received a GED

### Report Level

State level report.

### Report Description

Cross reference list of students in the Adult Ed database with the GED database of students who have received their GED

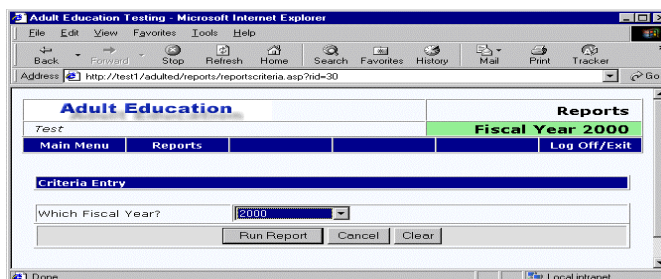
### Criteria:

**Fiscal Year** – Select the fiscal year whose students you wish to search for matches in the GED database.

### Notes

This will find matches if the Social Security Number matches. If there is no Social Security Number, it will attempt to make a match based on the name (First and Last only) and the date of birth.

### Sample Report - Detail



Report Criteria

Adult Education		Reports	
TEST		Fiscal Year 2000	
Main Menu	Reports		Log Off/Exit

AdultEd Students who have received a GED (Detail)			
Fiscal Year: 2000			
SSN	AdultEd_Student	GED_Name	Diploma_Date
TEST			
123456666	A, A A.	A, A A.	04/19/2000
124563300	Al, Big K.	AL, BIG K.	04/19/2000
	Asner, Ed	ASNER, ED	04/19/2000
121314156	Bonaparte, Napoleon I.	BONAPARTE, NAPOLEON I.	04/19/2000
068261120	D, D D.	D, D D.	04/19/2000
	Dingbat, Ima	DINGBAT, IMA	04/19/2000
	Dingbat, Ura	DINGBAT, URA	04/19/2000
068261111	Fitzfritz, Ziggy	FITZFITZ, ZIGGY	04/19/2000
000112222	Flintstone, Fred F.	FLINTSTONE, FRED F.	04/19/2000
528112222	Hall, John K.	HALL, JOHN K.	04/19/2000
	Hamhocker, Hilda Z.	HAMHOCKER, HILDA Z.	04/19/2000
	Hinkley, Joseph K.	HINKLEY, JOSEPH K.	04/19/2000
453453456	Hubbel, Web	HUBBEL, WEB	04/19/2000

## Assessments (Advanced) by Student

### Report Level

Provider level report.

### Report Description

List of students who have been assessed and advanced.

### Criteria:

**Start Date (Required)** – Enter the beginning date of the search. Assessments taken before that date will not be included in the report.

**End Date (Required)** – Enter the ending date of the search. Assessments taken after that date will not be included in the report.

**Select a Class** – If only those students that belong to a particular class are to be reported, select the class. If all students are to be reported, leave this as “Not Selected.”

**Select a site** – If only students who are taking assessments at one site are to be included in the report, select the site. Provider Administrators will be able to use “Not Selected” which will report on all sites.

### Notes

If there is only one site, that site will be automatically selected.

### Sample Report

Adult Education Testing - Microsoft Internet Explorer

Address: http://test1/adulted/reports/reportscriteria.asp?id=15

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Criteria Entry**

Start Date for Report (m/d/y) 7/1/99

End Date for Report (m/d/y) 2/15/00

Select a class - Not Selected -

Select a site ADE Building

Run Report Cancel Clear

Report Criteria

Adult Education Testing - Microsoft Internet Explorer

Address: http://test1/adulted/reports/reportsaction.asp

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Assessments (Advanced) by Student**

Start Date: 7/1/99 End Date: 2/15/00 Class: All Classes Site: ADE Building

Test Date	Subject	Type	Level
<b>A, A</b>			
9/23/99	ESOL	CASAS	ESOL Pre-Literacy
<b>Bonaparte, Napoleon</b>			
1/1/00	ESOL	CASAS	ESOL II



## Assessments (Not Passed) by Student

### Report Level

Provider level report.

### Report Description

List of students who have been assessed but did not advance.

### Criteria:

**Start Date (Required)** – Enter the beginning date of the search. Assessments taken before that date will not be included in the report.

**End Date (Required)** – Enter the ending date of the search. Assessments taken after that date will not be included in the report.

**Select a Class** – If only those students that belong to a particular class are to be reported, select the class. If all students are to be reported, leave this as “Not Selected.”

**Select a site** – If only students who are taking assessments at one site are to be included in the report, select the site. Provider Administrators will be able to use “Not Selected” which will report on all sites.

### Notes

If there is only one site, that site will be automatically selected.

### Sample Report

Adult Education Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Tracker Translate

Address http://test1/adulted/reports/reportscriteria.asp?id=15 Go

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Criteria Entry**

Start Date for Report (m/d/y) 7/1/99

End Date for Report (m/d/y) 2/15/00

Select a class - Not Selected -

Select a site ADE Building

Run Report Cancel Clear

Done Local intranet

Report Criteria

Adult Education Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Tracker Translate

Address http://test1/adulted/reports/reportsaction.asp Go

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Assessments (Not Passed) by Student**

Start Date: 7/1/99 End Date: 2/15/00 Class: All Classes Site: ADE Building

Test Date	Subject	Type	Level
<b>A, A</b>			
10/15/99	Writing	TABE	ASE II
<b>Flintstone, Fred</b>			
8/24/99	Reading	ABLE	ABE I

Done Local intranet

## Assessments by Student

### Report Level

Provider level report.

### Report Description

List of students who have been assessed with the results.

### Criteria:

**Start Date (Required)** – Enter the beginning date of the search. Assessments taken before that date will not be included in the report.

**End Date (Required)** – Enter the ending date of the search. Assessments taken after that date will not be included in the report.

**Select a Class** – If only those students that belong to a particular class are to be reported, select the class. If all students are to be reported, leave this as “Not Selected.”

**Select a site** – If only students who are taking assessments at one site are to be included in the report, select the site. Provider Administrators will be able to use “Not Selected” which will report on all sites.

### Notes

If there is only one site, that site will be automatically selected.

### Sample Report

Adult Education Testing - Microsoft Internet Explorer

Address: http://test1/adulted/reports/reportscriteria.asp?id=15

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Criteria Entry**

Start Date for Report (m/d/y) 7/1/99

End Date for Report (m/d/y) 2/15/00

Select a class - Not Selected -

Select a site ADE Building

Run Report Cancel Clear

Report Criteria

Adult Education Testing - Microsoft Internet Explorer

Address: http://test1/adulted/reports/reportsaction.asp

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Assessments by Student**

Start Date: 7/1/99 End Date: 2/15/00 Class: All Classes Site: ADE Building

Test Date	Subject	Type	Level	Advanced
<b>Bonaparte, Napoleon</b>				
1/1/00	ESOL	CASAS	ESOL II	1
<b>Flintstone, Fred</b>				
8/24/99	Reading	ABLE	ABE I	0
<b>Hall, John</b>				
9/15/99	Math	BEST	ABE II	1



## Attendance by Level

### Report Level

Provider level report.

### Report Description

Summary of hours attended at each level.

### Criteria:

**Start Date (Required)** – Enter the beginning date of the search. Attendance before that date will not be included in the report.

**End Date (Required)** – Enter the ending date of the search. Attendance after that date will not be included in the report.

**Select a Class** – If only those students that belong to a particular class are to be reported, select the class. If all students are to be reported, leave this as “Not Selected.”

**Select a site** – If only students who are taking assessments at one site are to be included in the report, select the site. Provider Administrators will be able to use “Not Selected” which will report on all sites.

### Notes

If there is only one site, that site will be automatically selected.

### Sample Report

Adult Education Testing - Microsoft Internet Explorer

Address: http://test1/adulted/reports/reportscriteria.asp?id=15

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Criteria Entry**

Start Date for Report (m/d/y) 7/1/99

End Date for Report (m/d/y) 2/15/00

Select a class - Not Selected -

Select a site ADE Building

Run Report Cancel Clear

Report Criteria

Adult Education Testing - Microsoft Internet Explorer

Address: http://test1/adulted/reports/reportsaction.asp

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Attendance By Level**

Start Date: 7/1/99 End Date: 2/15/00 Class: All Classes Site: ADE Building

Last Name	First Name	Hours
<b>ABE I</b>		
Bonaparte	Napoleon	6.00
Flintstone	Fred	0.00
Hamhocker	Hilda	33.5
		<b>sub total: 39.5</b>
<b>ABE Pre-Literacy</b>		
Adams	Jennifer	40.00
Al	Big	3.00
Fitzfizz	Ziggy	14.00
Flintstone	Fred	3.00
Hinkley	Joseph	3.00

## Attendance by Student

### Report Level

Provider level report.

### Report Description

Summary of hours attended by each student.

### Criteria:

**Start Date (Required)** – Enter the beginning date of the search. Attendance before that date will not be included in the report.

**End Date (Required)** – Enter the ending date of the search. Attendance after that date will not be included in the report.

**Select a Class** – If only those students that belong to a particular class are to be reported, select the class. If all students are to be reported, leave this as “Not Selected.”

**Select a site** – If only students who are taking assessments at one site are to be included in the report, select the site. Provider Administrators will be able to use “Not Selected” which will report on all sites.

### Notes

If there is only one site, that site will be automatically selected.

### Sample Report

**Adult Education Testing - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Tracker Translate

Address http://test1/adulted/reports/reportscriteria.asp?id=15 Go

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Criteria Entry**

Start Date for Report (m/d/y) 7/1/99

End Date for Report (m/d/y) 2/15/00

Select a class - Not Selected -

Select a site ADE Building

Run Report Cancel Clear

Done Local intranet

Report Criteria

**Adult Education Testing - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Tracker Translate

Address http://test1/adulted/reports/reportsaction.asp Go

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Attendance by Student**

Start Date: 7/1/99 End Date: 2/15/00 Class: All Classes Site: ADE Building

Level	Hours
<b>A, A</b>	
ESOL II	2.25
<b>Adams, Jennifer</b>	
ABE Pre-Literacy	40.00
<b>Al, Big</b>	
ABE Pre-Literacy	3.00
ASE I	2.00
<b>sub total: 5.00</b>	
<b>Bi, Michelle</b>	

Done Local intranet

## Goals

### Report Level

Provider level report.

### Report Description

Lists Students' goals and achievement levels.

### Criteria:

**Fiscal Year** – Select the fiscal year whose students you wish to list goals.

**Select a Class** – If only those students that belong to a particular class are to be reported, select the class. If all students are to be reported, leave this as “Not Selected.”

**Select a site** – If only students who are taking assessments at one site are to be included in the report, select the site. Provider Administrators will be able to use “Not Selected” which will report on all sites.

### Notes

If there is only one site, that site will be automatically selected.

### Sample Report

Report Criteria

Adult Education Development - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Tracker Translate

Address http://dev1/adulted/reports/reportsaction.asp

Adult Education				Reports			
TEST				Fiscal Year 2000			
Main Menu		Reports				Log Off/Exit	

Goals							
	Fiscal Year: 2000		Class: All Classes		Site: ADE Building		
Name	Primary	Achv	Secondary	Achv	Cit	Com	Other_Goals
A, A	Earned HS Diploma or Equivalent (GED)	Yes and Stayed	Left Public Assistance	Yes and Stayed	Yes	Yes	
Al, Big	Read More to Children - FAM. LIT.	No	Retained Employment or Advanced	No	No	No	
Asner, Ed		No		No	No	No	
Bonaparte, Napoleon		No		No	No	No	
D, D		No		No	No	No	
Dingbat, Ima	Received US Citizenship	No	Registered to Vote or Voted 1st Time	No	No	No	

Done

Local intranet

## Referrals

### Report Level

Provider level report.

### Report Description

List the number of students by referral type.

### Criteria:

**Start Date (Required)** – Enter the beginning date of the search. Students registered before that date will not be included in the report.

**End Date (Required)** – Enter the ending date of the search. Students registered after that date will not be included in the report.

**Select a Class** – If only those students that belong to a particular class are to be reported, select the class. If all students are to be reported, leave this as “Not Selected.”

**Select a site** – If only students who are taking assessments at one site are to be included in the report, select the site. Provider Administrators will be able to use “Not Selected” which will report on all sites.

### Notes

If there is only one site, that site will be automatically selected.

### Sample Report

Adult Education Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Tracker Translate

Address http://test1/adulted/reports/reportscriteria.asp?rid=15 Go

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Criteria Entry**

Start Date for Report (m/d/y) 7/1/99

End Date for Report (m/d/y) 2/15/00

Select a class - Not Selected -

Select a site ADE Building

Run Report Cancel Clear

Done Local intranet

Report Criteria

Adult Education Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Tracker Translate

Address http://www.ade.state.az.us/adulted/reports/reportsaction.asp Go

**Adult Education** **Reports**

Yuma Reading Council/Crossroads **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Referrals**

Start Date: 7/1/99 End Date: 2/15/00 Class: All Classes Site: All Sites

Referral Type	Number Referred
Former Student	4
Counselor	1

Done Internet



## Separation Reasons

### Report Level

Provider level report.

### Report Description

List the separated students and the reasons that they separated.

### Criteria:

**Fiscal Year (Required)** – Select the fiscal year whose students you wish to report.

**Select a Class** – If only those students that belong to a particular class are to be reported, select the class. If all students are to be reported, leave this as “Not Selected.”

**Select a site** – If only students who are taking assessments at one site are to be included in the report, select the site. Provider Administrators will be able to use “Not Selected” which will report on all sites.

### Notes

If there is only one site, that site will be automatically selected.

### Sample Report

Report Criteria

## Student List

### Report Level

Provider level report.

### Report Description

List of students registered.

### Criteria:

**Fiscal Year (Required)** – Select the fiscal year whose students you wish to report.

**Select a Class** – If only those students that belong to a particular class are to be reported, select the class. If all students are to be reported, leave this as “Not Selected.”

**Select a site** – If only students who are taking assessments at one site are to be included in the report, select the site. Provider Administrators will be able to use “Not Selected” which will report on all sites.

### Notes

If there is only one site, that site will be automatically selected.

### Sample Report

Adult Education Testing - Microsoft Internet Explorer

Address: http://test1/adulted/reports/reportscriteria.asp?rid=25

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Criteria Entry**

Which Fiscal Year? 2000

Select a class ESOL 2

Select a site ADE Building

Run Report Cancel Clear

*Report Criteria*

Adult Education Testing - Microsoft Internet Explorer

Address: http://test1/adulted/reports/reportsaction.asp

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Student List**

Fiscal Year: 2000 Class: All Classes Site: ADE Building

ID	Last	First	DOB
AAA040567	A	A	4/5/67
BKA010165	Al	Big	1/1/65
E9A091266	Asner	Ed	9/12/66
NIB010100	Bonaparte	Napoleon	1/1/1900
DDD111934	David	Dawson	11/19/34
Z9F111934	Fitzfizz	Ziggy	11/19/34



## Student Mailing List

### Report Level

Provider level report.

### Report Description

List of students registered with addresses.

### Criteria:

**Fiscal Year (Required)** – Select the fiscal year whose students you wish to report.

**Select a Class** – If only those students that belong to a particular class are to be reported, select the class. If all students are to be reported, leave this as “Not Selected.”

**Select a site** – If only students who are taking assessments at one site are to be included in the report, select the site. Provider Administrators will be able to use “Not Selected” which will report on all sites.

### Notes

If there is only one site, that site will be automatically selected.

### Sample Report

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Criteria Entry**

Which Fiscal Year? 2000

Select a class ESOL 2

Select a site ADE Building

Run Report Cancel Clear

Report Criteria

**Adult Education** **Reports**

Test **Fiscal Year 2000**

Main Menu Reports Log Off/Exit

**Student Mailing List**

Fiscal Year: 2000 Class: All Classes Site: ADE Building

Student	Address	City
Al, Big	1600 Pennsylvania Ave.	Washington, DC 10101
Anderson, Alan	123 Some Street, apt 3D	Peoria, AZ 85002
Asner, Ed	1267 Tyler Way	Tempe, AZ 85345
Bonaparte, Napoleon	980 S. Rural Road	Chandler, AZ 85908
David, Dawson	10115 N. 75th Ave.	Peoria, AZ 85555

# Troubleshooting

## Frequently Asked Questions (FAQ)

### **I don't see all of the menus and reports that the user guide shows. Why?**

Not all users have access to all of the reports or menu items.

Solution: If you need access to a menu or report, have an authorized person contact the Department of Education (see the front of this manual for contact information) to request access. Once this access has been granted, you will need to logoff, then back on.

### **When I add a student, why am I the only one who can see the student record?**

Most users will be able to see and edit records for one site only. The site(s) to which a student belongs is not determined until the student has been assigned to a class. Until the user has been assigned a class, only the provider administrator and the user who entered (or last changed) the student record will be able to see the student.

Solution: Add the student to a class at the site. Once the student has been added to a class at their site, all users at that site will be able to see the student record. All users can add students to classes from the Class Information – Review screen (see page 25).

### **When I print the screen from student view, why are all of the checkboxes black?**

The checkboxes in the student view are disabled from input. This makes them gray with a darker gray check mark. Often this will print as solid black or gray.

Solution: To print a student record from the screen, go into edit mode and print. The check marks will show as black checks on a white box.

### **When I start a report, why can't I change the site?**

Most users will be able to print for a single site. Only provider administrators can print reports for multiple sites.

Solution: Have the provider administrator print the report.

### **I need to be able to enter data for more than one site. How can I do that?**

Only provider administrators can input data for multiple sites. If you need to input data for several, but not all sites, you will need a separate login for each site.

Solution 1: Become a provider administrator (requires approval and changing your user account at the Department of Education).

Solution 2: Get a separate login for each site at which you are authorized to use. To change sites, you will need to log off, then enter the application again with the new user ID.

**Why can't I edit student records, hours, assessments, or classes?**

Most probably, the fiscal year you are editing is closed and does not allow further changes. The system administrator at the Department of Education determines when a year is closed. It is generally closed a short time after the year ends.

Solution: Make sure all changes are done before the published closing date for the year.

If you are editing the current year or the year is not closed, you may not have the rights you need to make changes. User rights can be changed by the system administrator at the request of the provider.

Solution: Request rights to enter data through your provider administrator.